

**TOWN OF ARLINGTON
MASSACHUSETTS
REQUEST FOR PROPOSALS**

The Town of Arlington is seeking proposals from qualified individuals and firms for professional services for the following:

**BID #12-24 LANDSCAPE ARCHITECTURAL DESIGN SERVICES – FLORENCE AVENUE
PLAYGROUND**

The Town of Arlington, acting thru the Park and Recreation Commission seeks proposals from Landscape Architectural Firms to prepare a final design and construction administration for upgrades and improvements to the Florence Avenue Playground. A preliminary budget has been prepared by Leonard Design Associates.

Proposals are invited and will be received by the Town Manager, Town of Arlington, Massachusetts on or before **1:00 P.M. Thursday September 6, 2012** at the Town Manager's Office/Purchasing Department, Town Hall Annex, 730 Massachusetts Avenue, Arlington MA 02476-4908.

Six (6) copies of technical proposal shall be submitted in a sealed envelope marked "**Bid #12-24 Landscape Architectural Design Services – Florence Avenue Playground - Technical Proposal**" and one (1) copy of the price proposal in a sealed envelope marked "**Bid #12-24 Landscape Architectural Design Services – Florence Avenue Playground - Price Proposal**"

Proposals delivered after the appointed time and date will not be considered.

General information, proposal instructions, and the scope of work are available at the Town Manager's Office/Purchasing Department.

The Town Manager reserves the right to cancel any request for proposals, to reject in whole or in part any and all proposals when it is deemed in the best interest of the Town of Arlington to do so.

August 22, 2012

TOWN OF ARLINGTON
Adam W. Chapdelaine
Town Manager

Request for Proposal Florence Avenue Playground

The Arlington Park and Recreation Commission is soliciting Proposals from selected landscape architectural firms to prepare a final design and construction administration for upgrades and improvements to the Florence Avenue Playground. A preliminary budget has been prepared by Leonard Designs Associates. Documents may be used as the basis for submitting your proposal and submitting the final design.

The following is a description of the selected site and anticipated Scope of Work.

Florence Avenue Playground

Florence Avenue Playground is located at 185 Florence Avenue, adjacent to the Dallin Elementary School.

Scope of Services

The Scope of Services for the above project includes the preparation of the following information to assist the Park and Recreation Commission in the final design and construction of this facility.

- Site observations and review of existing documents provided by the town.
- Preparation of illustrative site plans of potential site improvements.
- Narrative description of proposed improvements describing the anticipated design and construction.
- Define requirements for any other Board, Committee or Commission. i.e. Conservation Commission and Redevelopment Board
- Cost estimate
- Schedule
- Meetings with representatives of the Park and Recreation Commission, and representatives from the Public and Dallin School.
- Preparation and presentation of the final design phase to the Park and Recreation Commission.
- Bid Documents and Bid Materials including assistance with the bid opening and bidder evaluations/selection
- Construction Oversight and Final Inspection

Schedule

- Issue RFP – August 2012
- Proposals Due – September 2012
- Notice to Proceed – September 2012
- Complete Design – February 2013
- Bid Project – March 2013
- Construction Oversight - June 2013 to completion

Proposal Submission Requirements

The response to this RFP can be in letter form and should include the following information.

- Relevant Experience
- Approach
- Fee

The selection criteria will be based on the ability of the firm to produce the work within the time frame set forth by the Park and Recreation Commission, experience with similar projects and the proposed fee. Please address any questions regarding this RFQ to Joseph Connelly, Arlington Recreation Department, 781-316-3880 or via email to jconnelly@town.arlington.ma.us.

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals.

(Signature of individual submitting bid or proposal)

(Name of individual submitting bid or proposal)

Name of Business

Date

Pursuant to M.G.L. Chapter 62C, Section 49A, I certify under the penalties of perjury that I have complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Social Security Number or
Federal Identification Number

Signature of Individual or Responsible
Corporate Officer and Title

NON-COLLUSION FORMS

MUST BE SIGNED AND

SUBMITTED WITH BID